



Department of Defense DIRECTIVE

NUMBER 1125.3

April 7, 1978

Administrative Reissuance Incorporating through Change 1, August 22, 1991

ASD(FM&P)

SUBJECT: Vending Facility Program for, the Blind on Federal Property

References: (a) Randolph-Sheppard Vending Stand Act (49 Stat. 1559, as amended by Act of 3 August 1954) (P.L. 83-556, 68 Stat. 663, as further amended by P.L. 93-516 (88 Stat. 1622) 20 U.S.C. 107)
(b) Title 45, Code of Federal Regulations Chapter XIII, Part 1369
(c) DoD Directive 1125.3, "Preference to Blind Persons in Operating Vending Stands," August 15, 1963 (hereby cancelled)

1. REISSUANCE AND PURPOSE

1.1. This Directive (a) reissues reference (c) to implement the provisions of references (a) and (b), and (b) establishes within the Department of Defense:

1.1.1. Uniform policies for application of priority accorded the blind to operate vending facilities;

1.1.2. Requirements for satisfactory vending facility sites in DoD Component- owned or occupied buildings; and,

1.1.3. Vending machine income-sharing requirements on property under the jurisdiction of a DoD Component.

1.2. Reference (c) and Report Control symbols DD-M(AR) 570 and DD-M(A) 571 are hereby superseded and cancelled.

2. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components") in the 50 States, the District of Columbia, Puerto Rico, American Samoa, Guam and the Virgin islands.

3. DEFINITIONS

Terms used in this Directive are defined in enclosure E1.

4. POLICY

In implementation of the Randolph-Sheppard Act, priority on DoD-controlled property will be extended to the blind as set out below:

4.1. The blind will be given a priority in establishment and operation of vending facilities.

4.2. The blind will be given a priority in award of contracts to operate cafeterias.

4.3. In conjunction with acquisition or substantial alteration or renovation of property, satisfactory sites will be provided for operation of blind vending facilities.

4.4. Certain income from vending machines operated by a DoD Component either directly or by contract will be given to State licensing agencies.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (*Force Management and Personnel (ASD(FM&P))*) will monitor the overall DoD program and consult with DoD Components on all determinations (a) that the granting of a priority to the blind would be adverse to the interests of the United States, and (b) to suspend or terminate a permit to operate a vending facility.

5.2. The Head of the DoD Component concerned, in monitoring its program shall:

5.2.1. Approve/disapprove State licensing agency applications for permits and the provision of satisfactory sites;

5.2.2. Consult with the on-site official on determinations that granting a priority to the blind would be adverse to the interests of the United States and on termination of contracts to operate a cafeteria; and

5.2.3. Where circumstances warrant, suspend or terminate a permit to operate a vending facility.

5.3. The on-site official will be the point of contact with State licensing agencies and will:

5.3.1. Consult with State licensing agencies on articles and services to be provided;

5.3.2. Determine, when appropriate, that granting a priority to the blind would be adverse to the interests of the United States and justify this determination to the Secretary, U.S. Department of Education through the Head of the DoD Component;

5.3.3. Notify State licensing agencies of acquisition or substantial alteration or renovation of property;

5.3.4. Ensure that operators are in fact State licensed blind persons and that sighted employees and assistants are utilized only to the extent reasonably necessary; and

5.3.5. Negotiate with State licensing agencies on other matters indicated in enclosure E2.

6. REQUIREMENTS AND OPERATING PROCEDURES

DoD Component requirements and operating procedures are set forth in enclosure E2.

7. ARBITRATION

Whenever any State licensing agency for the blind determines that any activity of the Department of Defense is failing to comply with the provisions of the Act (reference (a)) and all informal attempts to resolve the issues have been unsuccessful, the State licensing agency may file a complaint with the Secretary, *U.S. Department of Education*, who will convene an ad hoc arbitration panel in accordance with the provisions of 45 CFR 1369.37 (reference (b)).

8. REPORTS REQUIRED

Within 90 days after the end of each fiscal year, DoD Components shall forward to the Assistant Secretary of Defense (*Force Management and Personnel*) the total number of applications for vending facility locations received from State licensing agencies, the number approved, the number denied, and number still pending, the total amount of vending machine income collected (as defined in enclosure E1., excluding income exempt from the income sharing requirements by paragraph E2.1.5.3., enclosure E2.), and the amount of such vending machine income disbursed to State licensing agencies in each State. These reporting requirements have been assigned Inter-agency Report Control Number 1270. *ED-AN*.

9. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. It will be transmitted by the DoD Components intact and only Component implementing directions may be added. Forward two copies of implementing regulations to the Assistant Secretary of Defense (*Force Management and Personnel*) for approval within 90 days.



HAROLD BROWN
Secretary of Defense

Enclosures - 3

1. Definitions
2. DoD Component Requirements and Operating Procedures
3. List of State Licensing Agencies

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. BLIND LICENSEE A blind person licensed by the State licensing agency to operate a vending facility on Federal or other property.

E1.1.2. CAFETERIA A food dispensing facility which provides a broad variety of prepared foods and beverages (including hot meals) primarily through the use of a serving line where the customer serves or selects for himself from displayed selections. A cafeteria may be fully automatic, self-service, or have limited waiter or waitress service. Table or booth seating facilities are always provided. DoD Component food dispensing facilities which conduct cafeteria-type operations during part of their normal operating day and full table-service operations during the remainder of their normal operating day are not "cafeterias" if they engage primarily in full table service operations.

E1.1.3. DIRECT COMPETITION The presence and operation of a DoD Component vending machine or a vending facility on the same premises as a vending facility operated by a blind vendor. Vending machines or vending facilities operated in areas serving employees, the majority of whom normally do not have access (in terms of uninterrupted ease of approach and the amount of time required to patronize the vending facility) to the vending facility operated by a blind vendor, will not be considered to be in direct competition with that vending facility.

E1.1.4. FEDERAL PROPERTY Any building, land, or other real property owned, leased, or occupied by any department, agency, or instrumentality of the United States.

E1.1.5. HEAD OF THE DOD COMPONENT Deputy Secretary of Defense, Secretaries of the Military Departments and the Directors of Defense Agencies or their designees. For the Pentagon Building only, the Deputy Assistant Secretary of Defense (Administration) is designated as the "Head of the DoD Component."

E1.1.6. INDIVIDUAL LOCATION, INSTALLATION, OR FACILITY A single building or a self-contained group of buildings. A self-contained group of buildings means two or more buildings which are in close proximity to each other, and between which a majority of the Federal employees working in such buildings regularly move from one building to another in the normal course of their official

business during a normal working day.

E1.1.7. FEDERAL EMPLOYEES Civilian appropriated fund and non-appropriated fund employees of the United States.

E1.1.8. LICENSE A written instrument issued by a State licensing agency to a blind person, authorizing that person to operate a vending facility on Federal or other property.

E1.1.9. NORMAL WORKING HOURS An 8-hour work period between the hours of 0800 and 1800 hours, Monday through Friday.

E1.1.10. ON-SITE OFFICIAL The individual in command of an installation or separate facility or location. For the Pentagon Building only, the chairman of the Department of Defense Concession Committee is designated as the on-site official.

E1.1.11. PERMIT The official written approval to establish and operate a vending facility requested by and issued to a State licensing agency by a DoD Component.

E1.1.12. SATISFACTORY SITE An area fully accessible to vending facility patrons and having sufficient electrical, plumbing, heating, and ventilation outlets for the location of a vending facility in accordance with applicable health and building requirements. Effective March 23, 1977, a "satisfactory site" will have a minimum of 250 square feet available for sale of items and for storage of articles necessary for the operation of a vending facility, unless the Head of the DoD Component and the State licensing agency agree that a smaller or larger facility is appropriate.

E1.1.13. STATE The 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, and the Virgin Islands.

E1.1.14. STATE LICENSING AGENCY The State agency designated by the *U.S. Department of Education*, Commissioner of the Rehabilitation Services Administration to issue licenses to blind persons for the operation of vending facilities on Federal and other property.

E1.1.15. SUBSTANTIAL ALTERATION OR RENOVATION A permanent material change in the floor area of a building which would render it appropriate for the location and operation of a vending facility by a blind vendor.

E1.1.16. VENDING FACILITY Automatic vending machines, cafeterias, snack

bars, cart services, shelters, and counters, which sell such items as newspapers, periodicals, confections, tobacco products, foods, beverages, and other articles and services to be dispensed automatically or manually and which are prepared on or off the premises in accordance with applicable health laws and further including the vending or exchange of chances for any lottery authorized by State law and conducted by an agency of a State within such State. "Vending facility" does not include food dispensing facilities (e.g., food operations of open messes/military clubs) which engage primarily in full table-service operations.

E1.1.17. VENDING MACHINE For the purpose of assigning vending machine income, means a coin or currency operated machine which dispenses articles or services, except that machines providing services of a recreational nature, commonly referred to as amusement machines (e.g., jukeboxes, pinball machines, electronic game machines, pool tables, shuffle boards, etc.) and telephones, are not considered to be vending machines.

E1.1.18. VENDING MACHINE INCOME DoD Component receipts from DoD Component vending machine operations on Federal property, after deducting all applicable costs incurred (costs of goods, service, maintenance, repair, cleaning, depreciation, supervisory and administrative personnel, normal accounting, accounting for income-sharing, and so forth) where the machines are operated by any DoD Component activity; or commissions received (less applicable DoD Component costs) by any DoD Component activity from a commercial vending firm which provides vending machines on Federal property for, or with the approval of, any DoD Component activity.

E1.1.19. VENDOR A blind licensee who is operating a vending facility on Federal or other property.

E2. ENCLOSURE 2

DOD COMPONENT REQUIREMENTS AND OPERATING PROCEDURES

E2.1.1. DoD Components will take necessary action to ensure that, within their areas of responsibility, the requirements set forth below are implemented.

E2.1.2. The blind have a priority right to operate vending facilities on DoD-controlled property when the opportunity to operate them becomes available. The priority extended allows blind licensees to be gainfully employed. While primary responsibility for carrying out this intent falls upon the State licensing agency, it is nevertheless a responsibility of the on-site official to ensure that the operator is in fact a State licensed blind person and that sighted employees or assistants are utilized only to the extent reasonably necessary.

E2.1.2.1. This priority will not be accorded when the on-site official determines, after conferring with the Head of the DoD Component, that the interests of the United States would be adversely affected if the priority were accorded.

E2.1.2.2. Any determination that according the priority would be adverse to interests of the United States must be fully justified in writing through the Head of the DoD Component concerned (who will consult with the Assistant Secretary of Defense (*Force Management and Personnel*) (*ASD(FM&P)*)). The justification then shall be sent to the Secretary, *U.S. Department of Education*, who has authority to determine whether the failure to accord the priority is justified by the circumstances. This determination by the Secretary, *U.S. Department of Education* must be published in the Federal Register and is binding upon the DoD Component.

E2.1.2.3. Applications for permits by the State licensing agency to operate vending facilities (except cafeterias) on DoD controlled property must be submitted in writing to the Head of the DoD Component concerned, through the on-site official. When an application is not approved, the Head of the DoD Component will advise the State licensing agency in writing and will indicate the reasons for the disapproval. When issued, permits will describe the location of the vending facility and will be subject to the following requirements:

E2.1.2.3.1. The permit will be issued in the name of the State licensing agency.

E2.1.2.3.2. The permit will be issued for an indefinite period of time subject to suspension or termination upon failure to comply with agreed upon terms; and subject to termination by either party upon 60 days written notice to the other party, in cases of (a) inactivation of the installation or activity, (b) loss of use of a building or other facility housing the vending facility, (c) change in the DoD Component's requirements for service, or (d) inability of the State licensing agency to continue to operate the vending facility.

E2.1.2.3.3. The permit will provide that:

E2.1.2.3.3.1. No charge will be made by the DoD Component to the State licensing agency for normal repair and maintenance of the building, or for cleaning areas adjacent to the designated vending facility boundaries, or for trash removal from a designated collection point.

E2.1.2.3.3.2. The State licensing agency will be responsible for cleaning and maintaining the appearance of and for the security of the vending facility within the designated boundaries of such facility and for all costs of every kind in conjunction with vending facility equipment, merchandise and other products to be sold, except as provided in E2.1.2.3.3.5., below. Neither party will be responsible for loss or damage to the other's property, unless proximately caused by its acts or omissions. The State licensing agency will also be responsible for the acts or omissions of the blind vendor, his employees or agents.

E2.1.2.3.3.3. Articles sold at such bending facilities may consist of newspapers, periodicals, publications, confections, tobacco products, foods, beverages, chances for any lottery authorized by State law and conducted by an agency of a State within such State, and other articles or services traditionally found in blind operated vending facilities operated under the Randolph-Sheppard Act as determined by the State licensing agency in consultation with the on-site official, to be suitable for a particular location (articles and services may be dispensed automatically or manually);

E2.1.2.3.3.4. Vending facilities will be operated in compliance with applicable health, sanitation and building codes, ordinances, and regulations;

E2.1.2.3.3.5. Installation, modification, relocation, removal, and renovation of vending facilities will be subject to the prior approval of the on-site official and the State licensing agency. Costs of installation, modification, removal, relocation or renovation will be paid by the initiating party. In any case of suspension

or termination of a permit to operate a vending facility on the basis of noncompliance by either party, the costs of removal from the building will be borne by the noncomplying party.

E2.1.2.3.4. The permit will also contain appropriate requirements for reimbursement or direct payment for support services such as utilities and telephone service.

E2.1.2.3.5. In the event the blind licensee fails to provide satisfactory service or otherwise fails to comply with the requirements of the permit issued to the State licensing agency, the on-site official will, after coordinating with the Head of the DoD Component, notify the State licensing agency of this deficiency in writing and request corrective action within a specified reasonable time. The notice will indicate that failure to correct the deficiency will result in temporary suspension or termination of the permit, as appropriate. Suspension or termination action will be taken by the Head of the DoD Component concerned after consultation with the *ASD(FM&P)*.

E2.1.3. The blind have a priority right to operate cafeterias on DoD-controlled property, as set out in E2.1.3.1. or E2.1.3.2., below, when the cafeteria operation involved is contracted.

E2.1.3.1. Procuring activity solicitations, when issued, will establish basic requirements and the criteria for judging proposals. One copy of each solicitation will be provided to the State licensing agency for the blind. The criteria upon which proposals will be evaluated may include factors such as sanitation practices, personnel, staffing, menu pricing and portion sizes, variety, budget and accounting practices, fees, and other relevant considerations.

E2.1.3.1.1. If the State licensing agency submits a proposal and it is not within the competitive range established by the contracting officer, award may be made to another offeror following normal procurement procedures, but only after the on-site official confers with the Head of the DoD Component.

E2.1.3.1.2. If the State licensing agency submits a proposal and it is within the competitive range established by the contracting officer, the contract will be awarded to the State licensing agency except as provided in E2.1.3.1.3., below.

E2.1.3.1.3. The contracting officer may award to other than the State licensing agency when the on-site official determines that award to the State licensing agency would adversely affect the interests of the United States and the Secretary, *U.S.*

Department of Education, approves the determination (processing will be in accordance with E2.1.2., above), or when the on-site official determines, after conferring with the Read of the DoD Component, and the Secretary, *U.S. Department of Education*, agrees, that the blind vendor does not have the capacity to operate a cafeteria in such a manner as to provide food service at a comparable cost and of comparable high quality as that available from other providers of cafeteria services.

E2.1.3.2. Direct negotiations may be undertaken with State licensing agencies whenever the on-site official, with concurrence of the Head of the DoD Component, has determined that the State licensing agency, through its blind licensee, can provide the cafeteria services required at a reasonable cost, with food of a high quality comparable to that available from other providers of cafeteria services. In the event direct negotiations fail to result in a contract with the State licensing agency, the procedures prescribed in E2.1.3.1., above, will be followed.

E2.1.3.3. The operation of a cafeteria by a blind vendor will be governed by contractual agreement, not by a permit. Normal contract administration procedures will apply, except that termination actions will not be taken without prior coordination with the Head of the DoD Component concerned.

E2.1.3.4. All contracts for the operation of cafeterias on DoD-controlled property with other than State licensing agencies will, upon expiration, be processed under the above paragraphs unless the State licensing agency informs the on-site official that it is not prepared to exercise its priority at that time.

E2.1.4. Any DoD Component acquired (purchased, rented, leased, constructed), or substantially altered or renovated building is required to have one or more satisfactory sites (as defined in enclosure E1.) for a blind-operated vending facility, except as provided in paragraph E2.1.4.1., below.

E2.1.4.1. A determination that a building contains a satisfactory site or sites is presumed made if the State licensing agency and the on-site official consult and agree that the site or sites provided are satisfactory.

E2.1.4.1.1. DoD Components will notify by certified or registered mail, return receipt requested, the appropriate State licensing agency (see enclosure E3.) of buildings to be acquired or substantially altered or renovated. This notification will be provided at least 60 days in advance of the intended acquisition date or the initiation of actual construction, alteration or renovation. As a practical matter, the State licensing agency should be contacted early in the planning or design stage of a project. (This

notice requirement does not apply in cases as described in subparagraph E2.1.4.1.1.3. below.) This notification will:

E2.1.4.1.1.1. Indicate that a satisfactory site or sites for the location and operation of a blind vending facility is included in the plans for the building,

E2.1.4.1.1.2. Forward a copy of a single line drawing indicating the proposed location of such site or sites,

E2.1.4.1.1.3. Assure the State licensing agency that, subject to the approval of the DoD Component involved, it will be offered the opportunity to select the location and type of vending facility to be operated by a blind vendor prior to completion of the final space layout of the building, and

E2.1.4.1.1.4. Also indicate that an unexplained response indicating that the State licensing agency does not desire to establish and operate a vending facility, or the absence of a response within 30 days will be construed by the DoD Component concerned as a determination by the State licensing agency that the number of persons using the property is or will be insufficient to support a vending facility.

E2.1.4.1.2. The State licensing agency must respond within 30 days acknowledging receipt of the correspondence from the DoD Component and indicating whether it is interested in establishing a vending facility, and if interested, indicating its agreement or alternate selection of a location and its selection of type of vending facility. A copy of the written notice to the State licensing agency and the State licensing agency's response, if any, will be provided to the Secretary, HEW.

E2.1.4.1.3. If the State licensing agency responds indicating that it does not desire to establish and operate a vending facility and sets forth any specific basis other than the insufficiency of persons to support a vending facility, then a satisfactory site which meets anticipated needs of the DoD Component will be incorporated. Each such satisfactory site will meet or exceed the requirements defined in enclosure E1.

E2.1.4.1.4. If an unexplained response indicating that the State licensing agency does not desire to establish and operate a vending facility is received, or if no response is received within the 30 day period, the on-site official will, through the Head of the DoD Component, notify the Secretary, *U.S. Department of Education*, that the State licensing agency's response or failure to respond has been construed as a determination by the State licensing agency that the number of persons using the

property is or will be insufficient to support a vending facility and that a satisfactory site to be operated under the auspices of the State licensing agency will not be incorporated, unless directed by the Secretary, *U.S. Department of Education*. This notification will also be provided if the State licensing agency responds and affirmatively indicates that it has made such a determination.

E2.1.4.2. The Secretary, *U.S. Department of Education*, has determined that the requirement to provide a satisfactory site does not apply:

E2.1.4.2.1. When fewer than 100 Federal employees (as defined in enclosure E1.) will be located in the building during normal working hours; or

E2.1.4.2.2. When the building contains less than 15,000 square feet to be used for Federal Government purposes in the case of a building in which services are to be provided to the general public.

E2.1.4.3. The provisions of E2.1.4.2.2., above, do not preclude arrangements under which vending facilities to be operated by blind vendors may be established in buildings of a size or with an employee population less than that specified. For example, if a building is to be constructed which would contain only 30 Federal employees, upon agreement of the on-site official and the State licensing agency, the DoD Component concerned may determine to provide a satisfactory site in which the blind have agreed to operate a vending facility.

E2.1.4.4. When a DoD Component is leasing all or part of a privately owned building in which the lessor or any of its tenants have an existing restaurant or other food facility in a part of the building not covered by the lease and operation of a vending facility would be in substantial direct competition with such restaurant or other food operation, the requirement to provide a satisfactory site does not apply.

E2.1.5. Effective January 2, 1975, vending machine income generated by DoD will be shared with State licensing agencies for the blind and/or blind vendors as set forth below. The on-site official is responsible for the collection of, and accounting for, such vending machine income (as defined in enclosure E1.) and for otherwise ensuring compliance with the requirements of this paragraph.

E2.1.5.1. The vending machine income-sharing requirements are as follows:

E2.1.5.1.1. One hundred percent (100%) of the vending machine income from vending machines in direct competition with blind-operated vending facilities will be provided the State licensing agency.

E2.1.5.1.2. Fifty percent (50%) of the vending machine income from vending machines not in direct competition with blind-operated vending facilities will be provided the State licensing agency.

E2.1.5.1.3. Thirty percent (30%) of the vending machine income from vending machines not in direct competition with blind-operated vending facilities and located where at least 50% of the total hours worked on the premises occurs during other than normal working hours (as defined in enclosure E1.) will be provided the State licensing agency.

E2.1.5.2. The determination of whether a vending machine is in direct competition with the blind-operated vending facility is the responsibility of the on-site official subject to the concurrence of the State licensing agency.

E2.1.5.3. These vending machine income-sharing requirements do not apply to:

E2.1.5.3.1. Income from vending machines operated by or for the military exchanges or ships' stores systems; or

E2.1.5.3.2. Income from vending machines, not in direct competition with a blind-operated vending facility, at any individual location, installation, or facility (as defined in enclosure E1.) where the total of the vending machine income (as defined in enclosure E1.) from all such machines at such location, installation, or facility does not exceed \$3,000 annually.

E2.1.5.4. The payment to State licensing agencies under these *income sharing requirements must be made quarterly on a fiscal year basis.*

E3. ENCLOSURE 3

STATE LICENSING AGENCIES

Alabama

Director
Vocational Rehabilitation
2129 E. South Boulevard
P.O. Box 11586
Montgomery, Alabama 36111
(205) 281-8780

Colorado

Director
Division of Rehabilitation
Dept. of Social Services
1575 Sherman Street
Denver, Colorado 80203
(303) 892-2652

Alaska

Director
Office of Vocational Rehabilitation
Pouch F, Mail Station 0581
Juneau, Alaska 99811
(907) 586-6500

Connecticut

Director
Board of Education & Services for the Blind
170 Ridge Road
Wethersfield, Connecticut 06109
(203) 249-8525

Arizona

Chief
Rehabilitation Services Bureau
Dept. of Economic Security
1535 W. Jefferson, Suite 155
Phoenix, Arizona 85007
(602) 271-3332

Delaware

Delaware Bureau for the Visually Impaired
Dept. of Health & Social Services
305 W. Eight Street
Wilmington, Delaware 19801
(302) 571-3333

Arkansas

Commissioner
Dept. of Social & Rehabilitation Services
1801 Rebsamen Park Road
P.O. Box 3781
Little Rock, Arkansas 72203
(501) 371-2571

District of Columbia

Chief, Bureau of Rehab Services
Social and Rehabilitation Administration
Dept. of Human Resources
122 C Street, N.W. - 8th Floor
Washington, D. C. 20001
(202) 629-5896

California

Director
Dept. of Rehabilitation
830 K Street Mall
Sacramento, California 95814
(916) 445-3971

Florida

Office of Blind Services
Dept. of Education
2571 Executive Center
Circle East Howard Building
Tallahassee, Florida 32301
(904) 488-1330

Georgia

Dept. of Human Resources
Division of Vocational Rehabilitation
47 Trinity Avenue
Atlanta, Georgia 30334
(404) 656-2621

Indiana

Indiana Rehabilitation Services
1028 Illinois Building
17 W. Market Street
Indianapolis, Indiana 46204
(317) 633-5687

Guam

Chief
Division of Vocational Rehabilitation
Government of Guam
Board for Control for Vocational
Rehabilitation
Dept. of Education
P.O. Box 10-C
Agana, Guam 96910
472-8806

Iowa

Commission for the Blind
Fourth and Keosauqua
Des Moines, Iowa 50309
(515) 283-2601

Hawaii

Division of Vocational Rehabilitation
Dept. of Social Services & Housing
Room 216,
Queen Liliuokalani Bldg.
P.O. Box 339 Honolulu, Hawaii 96809
(808) 548-6367

Kansas

Director
Services for the Blind and Visually Handicapped
State Dept. of Social and Rehabilitation Services
Biddle Building 2700 West 6th Street
Topeka, Kansas 66606
(913) 296-4454

Idaho

Administrator
Idaho Commission for the Blind
Statehouse
Boise, Idaho 83720
(208) 384-3220

Kentucky

Assistant Superintendent of Public Instruction for Rehabilitation
Bureau of Rehabilitative Services
Capital Plaza Office Tower
Frankfort, Kentucky 40601
(502) 564-4440

Illinois

Director
State of Illinois
Board of Vocational Education and
Rehabilitation
Div. of Vocational Rehabilitation
623 East Adams Street
Springfield, Illinois 62706
(217) 782-2093

Louisiana

Louisiana Health and Human Resources Administration
Division of Family Services
755 Riverside North
P.O. Box 44065
Baton Rouge, Louisiana 70804
(504) 389-5596

Maine

Bureau of Rehabilitation
32 Winthrop Street
Augusta, Maine 04330
(207) 289-2266

Missouri

Dept. of Social Services
Division of Family Services
Broadway State Office Building
Jefferson City, Missouri 65101
(314) 751-4249

Maryland

Assistant State Superintendent
Div. of Vocational Rehabilitation
Box 8717, Baltimore-Washington
International Airport
Baltimore, Maryland 21240
(301) 796-8300

Montana

Administrator
Visual Services Division
Dept. of Social & Rehabilitation Services
P.O. Box 1723
Helena, Montana 59601
(406) 449-3434

Massachusetts

Massachusetts Commission for the Blind
110 Tremont Street
Boston, Massachusetts 02108
(617) 727-5580

Nebraska

Director, Div. of Rehabilitation Services for the Visually Impaired
1047 South Street
Lincoln, Nebraska 68502
(402) 471-2891

Michigan

Dept. of Social Services
Office of Services for the Blind
300 S. Capitol Avenue
Lansing, Michigan 48926
(517) 373-2062

Nevada

Bureau of Services for the Blind
State Dept. of Human Resources
308 North Curry Street, Room 200
Carson City, Nevada 89701
(702) 885-4444

Minnesota

State Services for the Blind and Visually
Handicapped
1745 University Avenue - 1st Floor
St. Paul, Minnesota 55104
(612) 296-6034

New Hampshire

State Department of Education
Div. of Vocational Rehabilitation
105 Loudon Road, Bldg. No. 3
Concord, New Hampshire 03301
(603) 271-3121

Mississippi

Vocational Rehabilitation for the Blind
P.O. Box 4872
Jackson, Mississippi 39216
(601) 354-6412

New Jersey

Executive Director
Commission for the Blind and Visually Impaired
1100 Raymond Boulevard
Newark, New Jersey 07102
(201) 648-2324

New Mexico

Assistant Superintendent for Vocational
Rehabilitation
Department of Education
231 Washington Avenue
P.O. Box 1830
Santa Fe, New Mexico 87503
(505) 827-2266

Oklahoma

Administrative Assistant Dept. of Institutions, Rehabilitative Services
Social & Rehabilitative Services
Division of Rehabilitative and Visual Services
P.O. Box 25352
Oklahoma City, Oklahoma 73125
(405) 521-3374

New York

State Dept. of Social Services
Commission for the Visually Handicapped
10 Eyck Office Building
40 North Pearl Street
Albany, New York 12203
(518) 474-6739

Oregon

Administrator
Commission for the Blind
535 S.E. 12th Avenue
Portland, Oregon 97214
(503) 238-8375

North Carolina

Director
Div. of Services for the Blind
N.C. Dept. of Human Resources
410 N. Boylan Avenue
P.O. Box 2658
Raleigh, North Carolina 27602
(919) 829-4231

Pennsylvania

Commonwealth of Pennsylvania
Dept. of Public Welfare
Bureau of the Visually Handicapped
Dept. of Public Institutions
Capital Association Bldg., Rm 31
P.O. Box
2675 Harrisburg, Pennsylvania 17120
(717) 787-6176

North Dakota

Div. of Vocational Rehabilitation
1025 N. 3rd Street, Box 1037
Bismarck, North Dakota 58501
(701) 224-2907

Puerto Rico

Assistant Secretary for Vocational Rehabilitation
Dept. of Social Services
P.O. Box 1118
Hato Rey, Puerto Rico 00919
(809) 723-1792

Ohio

Administrator
Rehabilitation Services Commission
4656 Heaton Road
Columbus, Ohio 43229
(614) 466-7790

Rhode Island

Administrator Vocational Rehabilitation
40 Fountain Street
Providence, Rhode Island 02903
(401) 421-7005

South Carolina

Executive Director
Commission for the Blind
P.O. Box 11638, Capitol Station
Columbia, South Carolina 29211
(803) 758-2595

Vermont

Div. for the Blind & Visually Handicapped
Dept. of Social and Rehabilitation Services
81 River Street
Montpelier, Vermont 05602
(802) 828-2747

South Dakota

State Director
Dept. of Social Services
Div. of Rehabilitative Services
State Office Building, Illinois
Pierre, South Dakota 57501
(605) 224-3195

Virginia

Virginia Commission for the Visually Handicapped
3003 Parkwood Avenue
Richmond, Virginia 23221
(804) 786-2181

Tennessee

Div. of Services for the Blind
Dept. of Human Services
303-304 State Office Building
Nashville, Tennessee 37219
(615) 741-3163

Texas

Executive Director
State Commission for the Blind
800 City National Bank Building
Austin, Texas 78711
(512) 474-1901

Utah

Administrator
Div. of Rehabilitation Services
Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111
(801) 533-6814

Virgin Islands

Dept. of Social Welfare
Div. of Vocational Rehabilitation
P.O. Box 539
St. Thomas, Virgin Islands 00801

Washington

Office of Services for the Blind
Dept. of Social & Health Services
3411 South Alaska Street
Seattle, Washington 98118
(206) 464-6690

West Virginia

Div. of Vocational Rehabilitation
P&G Building, Washington Street
Charleston, West Virginia 25305
(304) 345-2375

Wisconsin

Administrator
1 West Wilson Street, Room 720
Madison, Wisconsin 53702
(608) 266-1683

Wyoming

Administrator
Div. of Vocational Rehabilitation
Hathaway Building, West Cheyenne,
Wyoming 82002
(307) 777-7387

Trust Territory

Office of the High Commissioner
Trust Territory of the Pacific Islands
Saintan, Mariana
Islands 96550 9422

American Samoa

Assistant to the Governor of American Samoa
Pago Pago, American Samoa
96799
633-0166